

25X1

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25 April 1956

MEMORANDUM FOR: Project Contract Officer

SUBJECT : Mailing Procedures in Dealing with Contractors

1. A request has been received from the west coast representative of the Security Office asking that the inner envelope of all correspondence originating from Project Headquarters contain the initials of the addressee rather than the first name. It has been noted that several individuals, particularly those contractors who are located on the west coast, have the same first names which makes delivery by Security personnel somewhat difficult.

2. It would be appreciated if you would make this request known to all members of your staff as soon as possible.

25X1

Assistant Project Security Officer

TMA:aml (25 April 1956)

1 & 2 - Forward

3 - Proj. Chrono

4 - Proj. Reading ✓

5 - SO (I Bldg)

6 - SO Subject

7 - SO Reading

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